

**TOWN OF NORTHFIELD, VERMONT  
TOWN SELECT BOARD REGULAR MEETING  
Minutes of March 24, 2020**

- I. ROLL CALL.** Select Board Chair K. David Maxwell, Board members Julie H. Goodrich (absent), Nathaniel Miller (by teleconference), Charles Morse (by teleconference), and John Stevens (by teleconference). Also present were Town Manager Jeff Schulz (by teleconference), Acting Clerk Kenneth McCann, Finance Director Laurie Baroffio, and Carolyn Stevens (by teleconference).

Chair Maxwell called the meeting to order at 7:00 p.m. Manager Schulz was participating in the meeting by teleconference while on an out-of-state vacation. Others also chose to take part in the meeting by teleconference in keeping with Vermont Governor Phil Scott's "stay at home" directive due to the Coronavirus pandemic.

- II. PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

- III. SET/ADJUST AGENDA.** There were no changes to the posted agenda.

**IV. APPROVAL OF MINUTES**

- a. March 10, 2020 (Regular Meeting).** Motion by Board member Morse, seconded by Board member Stevens, to approve the minutes. Board member Miller wanted it clarified that he supported applying to the Vermont Agency of Transportation this year for structures grants but not for paving grants. **Motion to approve the amended minutes passed 4-0-0.**

**V. APPROVAL OF BILLS**

- a. Approval of Warrant #18-20.** Motion by Board member Morse, seconded by Board member Stevens, to approve Warrant #18-20 in the amount of \$1,264,242.58. It was noted that of the total warrant amount, \$1,091,000 represented the amount of property taxes collected by the municipality and forwarded to the Paine Mountain School District. **Motion passed 4-0-0.**
- b. Approval of Biweekly Payroll through March 8, 2020.** Motion by Board member Morse, seconded by Board member Miller, to approve the biweekly payroll in the amount of \$96,022.50. **Motion passed 4-0-0.**

**VI. SELECT BOARD**

- a. Authorize Select Board Chair to Review and Approve Future Payroll and Operating Expenses through April 2020 [24 V.S.A. §961(b)].** Manager Schulz said there is a possibility the Coronavirus pandemic may preclude next month's Select Board regular meetings. The Select Board members therefore are being asked to provide Chair Maxwell with the authority to approve payroll and other expenses so the municipality will be able to function during this crisis. Motion by Board member Morse, seconded by Board member Stevens, to provide Chair Maxwell with the authority to review and approve future payroll and operating expenses through April 2020. **Motion passed 4-0-0.**

**VII. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS**

- a. Local Statement regarding Coronavirus Pandemic.** In Manager Schulz's absence, Board member Morse would like Chair Maxwell to draft a statement indicating what measures the municipality is taking in response to the Coronavirus pandemic. He would like this statement posted on Front Porch Forum and distributed to print and electronic media. Chair Maxwell will draft this statement and forward to the other Select Board members for comments before it is publically released.

- b. Economic Development Director Position.** Board member Stevens said now that Northfield voters have authorized expenditures for this new position, members of the Northfield Community Development Network (NCDN) have offered to help draft a job description. He feels they should be encouraged to do so. Board member Morse thinks whoever develops this document should first consult Northfield's approved personnel policies and then forward any draft to Manager Schulz.
- c. Northfield Mutual Aid Task Force (NMATF).** Board member Stevens noted this local group formed to provide assistance to those in special need during this pandemic. They also will coordinate the efforts of those who would like to volunteer their time and/or resources. For contact purposes, NMATF has a Facebook page ([www.facebook.com/northfieldmutualaidtaskforce](https://www.facebook.com/northfieldmutualaidtaskforce)), an email address ([northfieldmutualaidtaskforce@gmail.com](mailto:northfieldmutualaidtaskforce@gmail.com)), and can be reached by telephone through CERV (802-485-4293).
- d. Meals on Wheels.** Board member Stevens noted with the "stay at home" directive, there is an acute need for Meals on Wheels drivers to reach senior citizens who are self-quarantining. There will be a posting on Front Porch Forum tomorrow (03/25/20) with contact and other information for those interested in volunteering their time and vehicles for this.
- e. Backroad Conditions.** Board member Stevens was driving in Williamstown the other day and he felt their backroads are in better condition than ours. Manager Schulz will contact Highway Foreman Trent Tucker to see if anything can be done. Chair Maxwell felt a Highway Subcommittee meeting should be held in the near future to address such concerns.
- f. Municipal Staff Appreciation.** Chair Maxwell wanted to thank the municipal staff and especially members of the Police, Fire, Ambulance, and Utility departments for their efforts in keeping the municipality functioning during this difficult time. The other Select Board members concurred with this. Manager Schulz said he has been in constant phone and email contact with department heads during his absence and he agreed municipal employees have been stepping up their efforts to keep all running smoothly.
- g. Future Select Board Meetings.** Chair Maxwell first wanted to thank Board member Miller for helping to put together this teleconference meeting. The next scheduled regular meeting is on Tuesday, April 14, 2020 but a special meeting could be held beforehand if needed. Board member Morse feels there are a few short- and long-term issues related to the pandemic that will need to be addressed soon, such as whether the municipal pool will open on time, etc. Chair Maxwell agreed some decisions will need to be made soon but this might be difficult as the situation seems to be changing day by day.

**VIII. PUBLIC PARTICIPATION (UNSCHEDULED).** There was none.

**IX. ADJOURNMENT.** Motion by Board member Morse, seconded by Board member Miller, to adjourn. **Motion passed 4-0-0.**

The Board adjourned at 7:40 p.m.

Respectfully submitted,

*Kenneth L. McCann*

Kenneth L. McCann, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the regular Select Board meeting of April 14, 2020.